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STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL

GOWEN FIELD, BOISE ID

Meeting Minutes, January 27, 2005

Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Bruce Allcott, Idaho Fire Chiefs Association
- Bill Bishop, Idaho Bureau of Homeland Security
- Bob Burke, Idaho Dept. of Lands
- Dan Charboneau, Idaho State Police
- Jay Christensen, Idaho Dept. of Correction
- Dia Gainor, Idaho Dept. of Health & Welfare
- Steve German (for Steve Jenkins), National Interagency Fire Center
- Jerry Goetz, Federal Law Enforcement
- Greg Laragan, Idaho Transportation Dept.
- Marcia Phillips, Idaho Association of Counties
- Scott Reinecker, Idaho Dept. of Fish and Game
- Joe Roche, Idaho Dept. of Administration
- Reggie Thorpe, Idaho Tribal Government

Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

Guests:

- Drew Bodie, Boise County Sheriff
- Boni Carrell, Public Health Preparedness
- Tammy Ferguson, Tenxsys
- Bart Hamilton, Ada County Sheriff's Office
- Jolene Hollingshead, SPAWAR Systems Center SD
- Bob Howard, Bonner County DEM 911 Com.
- Matt Howarth, Motorola
- Scot Maring, Idaho Dept. of Administration
- Shana Munroe, Idaho Dept. of Health & Welfare
- Stan Passey, Idaho State Police
- Gordon Ravenscroft, Boise County Disaster Services
- Les Shaddock, Ada County Sheriff's Office
- Mike Simunich, Ada County Sheriff's Office
- Thor Wiegman, Bonner County DEM 911 Com.
- Greg Zickau, Information Technology Resource Management Council

Welcome/Introductions – Chair Lockwood

Chair Lockwood called the meeting to order. New Council members, Marcia Phillips, representing Idaho Association of Counties, and Reggie Thorpe, representing Idaho Tribal Government, were introduced. New Council member, Lorin Nielsen representing Idaho Sheriffs' Association, was not able to attend the meeting. Attendees and guests introduced themselves. There was a full quorum present.

Review & Approve Minutes – Chair Lockwood

There was one correction to the December meeting minutes. In the last paragraph on Page 4 Munroe was misspelled. A motion was made by Charboneau to accept the minutes as corrected, seconded by Roche. The motion passed by a unanimous vote.

The Chair clarified the Council's policy on a proxy attending the SIEC meeting. A proxy needs to be from within the organization that the Council member represents so that the organization remains represented.

Second Revision SIEC Draft By-Laws – Chair Lockwood

The third draft of the SIEC By-laws was discussed. Corrections and changes from the December meeting were incorporated into the document. It was then sent to the Attorney General's Office, who also made some corrections, some were deleting redundancy. It was suggested that the Council have time to review the document. Action was delayed until after lunch.

Once the Council had the opportunity to review the document the Chair called for discussion. "Action by Writing" was clarified to include mail, email, and fax. In response to a Council member questioning the procedure to discuss sensitive issues, Bishop indicated that Brina Kane will discuss the subject at the February meeting. A motion was made by Laragan to adopt the Third draft of the By-Laws dated 1/27/05, seconded by Allcott. When the Chair called for further discussion, Gainor asked when there are amendments to the By-Laws should they be submitted by Council members or on a pre-established schedule? The Chair stated that it was a living document and that it would be reviewed on an annual basis. If the Council voted to make any amendments, the document would again be reviewed by the Attorney General's Office. The motion passed by a unanimous vote.

SIEC Presentation to the Senate and House State Affairs Committees – Chair Lockwood

On January 26, 2005, Chair Lockwood and Dodie Collier had the opportunity to address the Senate and House State Affairs Committees. They gave an overview of what the Council had done over the last year and discussed why the Council was formed and the means by which it was formed—by Executive Order. They felt that they were well received. The Committee members were appreciative of the pamphlet and DVD that was given them. The Chair and others were engaged after each hearing by some of the members to talk a little more in depth about the work of the SIEC. The necessity of a second generation DVD became evident.

Collier requested that copies of the DVD be sent to the new SIEC Council members.

Statewide Interoperable Communications Draft Concept – Jerry Goetz

Goetz stated that the Technical Committee had met twice since the last SIEC meeting. A Concept had been developed, but was not presented to the Council at this time. He felt that Technical Subcommittee did not have the amount of time and resources necessary to produce a satisfactory document and suggested that the Council hire a consultant.

Council members discussed Goetz's proposal. Copies of the SIEC Technical Subcommittee's Interoperability Concept Draft Document were produced and distributed among the Council members for further discussion. The document was used as a starting point. The Technical Subcommittee walked the Council members through some of the deliberations and discussion that got them to that point. The Council had the opportunity to make modifications, suggestions or corrections to the document.

Passey briefed the Council on the FCC Forth Report and Order which changed the mandatory migration to 12.5 Technology for Public Safety Communications to 1/11/13.

Members of the Technical Subcommittee accepted various assignments from the Council so that work can progress concurrently and the process can be expedited. They will report their progress at the February SIEC meeting.

SIEC Outreach Subcommittee Update – Shana Munroe

Munroe gave an overview of the activities of the Outreach Subcommittee. Presentations were made to the House and Senate on January 26, 2005. A presentation will be made to the County Commissioners on February 8, 2005. Munroe will be gathering information to start formulating the Second Generation message.

Munroe gave an overview of the booth display that the SIEC will set up for Digital Government Day (DGD) on February 9, 2005 and passed around materials that will be displayed on a backdrop at the booth for the Council's review. The Council told Munroe to proceed with what was outlined. Council members were encouraged to stop by the booth. Phillips mentioned that members of the Association of Idaho Counties will be going to the Capitol building on DGD which will provide additional opportunities for the SIEC to share information and answer questions.

Collier reported on the Governor's Report. The document will be forwarded to the Council on Friday, January 28, 2005.

Health Resources and Services Administration (HRSA) Bioterrorism Hospital Preparedness Program – Shana Munroe

Munroe outlined the EMS Communications Center responsibilities as it pertains to Health Care Preparedness.

- Survey Hospital Communication Capabilities
- Identify Current Communication Capacity
- Identify Communication Standards
- Ensure Compliance with SIEC and FCC
- Identify Critical Gaps in Communications
- Facility Communications Improvements
- Distribute 34 new Base Stations
- Assess Radio Communications in District Health Departments

Boni Carrell with the Dept. of Health and Welfare, Division of Health, discussed the Health Preparedness Program. Within the Program are two separate funding streams: Health Resources and Services Administration (HRSA) National Bioterrorism Hospital Preparedness Program and Centers for Disease Control and Prevention Public Health Preparedness and Response Program. The Health Department contracts with the Health Districts, which are autonomous agencies, to carry out activities of both Public Health and Health Care Preparedness. They plan, on a regional basis, to meet the health care needs in any mass casualty emergency event. Through the funding streams, Health Districts are asking to purchase radios for their emergency preparedness activities. At that point they interface with the SIEC. Proposals and suggestions of the SIEC have to be followed by hospitals and health care entities that are purchasing radios. In the last funding stream, anyone purchasing a radio was required to purchase P25 compatible.

SIEC Policy Subcommittee Update – Dia Gainor

Gainor reported that after the December SIEC meeting, the Policy Subcommittee met with Joe Trella from the National Governor's Association (NGA) to discuss three main areas of focus that will be discussed further at the NGA Policy Academy in Atlanta, Georgia in March.

1. Governance Model
 - Ø Funding
 - Ø Coordination/Collaboration

2. Sustainability/Viability Model
 - Ø Outreach & Education
3. Concept of Operation Model (show me the picture)
 - Ø Data points used to shape the plan
 - Ø Scalable to future need
 - Ø Scalable to incident
 - Ø Blending of federal/state/local/other entities into the plan

Other states participating in the NGA Policy Academy are: Louisiana, Nevada, Georgia and Wisconsin.

SIEC Travel Policy – Dodie Collier

A Travel Policy has been developed for the Council. The Idaho Bureau of Homeland Security made additional funds available. The Policy went into effect January 1, 2005. Council members were provided with a copy of Idaho SIEC Travel Guidelines and Idaho SIEC Travel Expense Voucher. Reimbursements can either be made to an agency or individual. The contact for travel reimbursements will be Sandy Harris.

Participants in the NGA Policy Academy will be provided with a different form because the funding comes from a different source. Participants were encouraged to plan their own itinerary so that they are free to travel according to their own schedule. (Details of Atlanta trip will be forwarded to participants for their travel arrangements).

Emergency Communications Commission Update – Bill Bishop

Bishop reported that the ECC requested additional information regarding a dispute in Twin Falls County. The ECC is in the process of gathering capability and organizational data from the Public Safety Answering Points (PSAP) in the State.

Collier informed the Council that the opportunity to make a presentation to both the Senate and House State Affairs Committees was put before the SIEC by the ECC. A great partnership exists between the two agencies.

Planning for next meeting – Chair Lockwood

The next meeting will be February 24, 2005 at Gowen Field, Building 578 at 9:00 AM.

Adjournment – Chair Lockwood

A motion was made by Bishop to adjourn, seconded by Gainor. The motion passed by a unanimous vote.